Finance Department

TO: Budget and Corporate Services Committee

SUBJECT: 2013 Proposed Capital Budget & Forecast Financial Overview

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Report Number: F-01-13 File Number(s): 435-01

Report Date: December 10, 2012 Ward(s) Affected: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ All ☒

Date to Committee: January 15, 2013 Date to Council: February 19, 2013

Recommendation: Receive the proposed 2013-2022 capital budget and forecast book; and

Direct staff to present the following recommendation to the Budget and Corporate Services (B&CS) Committee on February 7, 2013 for review and final approval; and

Approve the 2013 capital budget for the City of Burlington, with a gross amount of $54,584,620 and a debenture requirement of $13,690,000, and the 2014-2022 capital forecast with a gross amount of $496,088,238 and a debenture requirement of $76,434,200 as outlined in report F-01-13 dated December 10, 2012 and as amended by the Budget and Corporate Services Committee; and

Administer the debenture in the amount of $7,000,000 in 2013 as tax supported debt; and

Administer the debenture in the amount of $6,690,000 in 2013 as special circumstances debt; and

Authorize staff to proceed with the 2013 capital projects representing not more than 50% of the 2013 capital from current funding in advance of the 2013 current budget approval; and

Declare that, in accordance with s.s. 5(1)5 of the *Development Charges Act, 1997* and s. 5 of Ontario Regulation 82/98, it is Council's clear intention that the excess capacity provided by the above-referenced works will be paid for by future development charges.

Purpose:

☒ Address goal, action or initiative in strategic plan
☒ Address other area of responsibility

This report provides an overview of the proposed 2013-2022 capital budget and forecast, with a focus on the first four years.

Reference to Strategic Plan:

☐ Vibrant Neighbourhoods ☐ Prosperity
☒ Excellence in Government ☐ N/A

Executive Summary:

The purpose of this report is to:

1) Introduce the proposed 2013-2022 capital budget and forecast;
2) Summarize the budget and key changes as a result of Executive Budget Committee (EBC) review.

Report EBC-01-13, also in this agenda, provides an overview of both the capital and current key budget priorities.

Background:

Strategic Plan

The 2013 proposed capital budget is submitted and prepared following the strategic directions in "Burlington, Our Future." The proposed capital budget includes many projects that develop Vibrant Neighbourhoods, Prosperity and Excellence in Government.

Examples of vibrant neighbourhoods in the 2013 capital budget and forecast include:

- projects to increase an active lifestyle through cycling lanes (Roadways)
- investment in public transit (Fleet Vehicles),
- investment in green space (Parks & Open Space), and
- Emerald Ash Borer program (Corporate Initiatives)

Prosperity initiatives in the proposed budget include:

- completion of the Official Plan (Corporate Initiatives)
- resources for arts and culture assets (Local Boards)
- demonstrating leadership by lowering energy consumption (Facilities & Buildings).

Excellence in Government is included through:

- provisions for the city's infrastructure (Roadways, Storm Water Management, etc.)
- Strategic Financial Management

The Capital Budget Submission:

- Underwent extensive review by asset category teams and a line-by-line review by EBC.
- Presents a balance between identified needs, council directions, corporate and department strategic plans and available financing.
- Reflects project costs in 2013 dollars.
- Includes a minimum 15% contingency for non-routine projects, 2% allowance for project management costs.
- Reflects updated operating budget impacts for ten years for projects in excess of $1 million and for at least four years for all other projects as required.
- Moving towards realization of long term financial plan strategic objectives.

The 2013 proposed capital budget continues to focus on capital renewal requirements. As presented in report F-22-12 (2012 Long Term Financial Plan) the city has $2.2 billion in assets and 64% of the identified renewal needs are being met. This is a 1% gain over previous year's values. This is progress; yet, caution is still required as additional constraints on the capital budget can be seen from rising construction costs and expansions to our asset base.

The proposed 2013-2022 capital budget and forecast project listing is provided under separate cover for Committee's review and approval. The budget book provides Committee with a summary of the ten year capital plan, including operating budget impacts, on a project by project basis. Detailed analysis of significant changes is provided in this report to disclose material issues within the ten year budget proposed in 2013 compared to the 2012 comparable proposed ten year period.

In future, there will be a recasting of the capital budget and forecast. Significant capital budget projects will be supported by business cases for the 2015 and future budgets using service based budgeting.

Discussion:

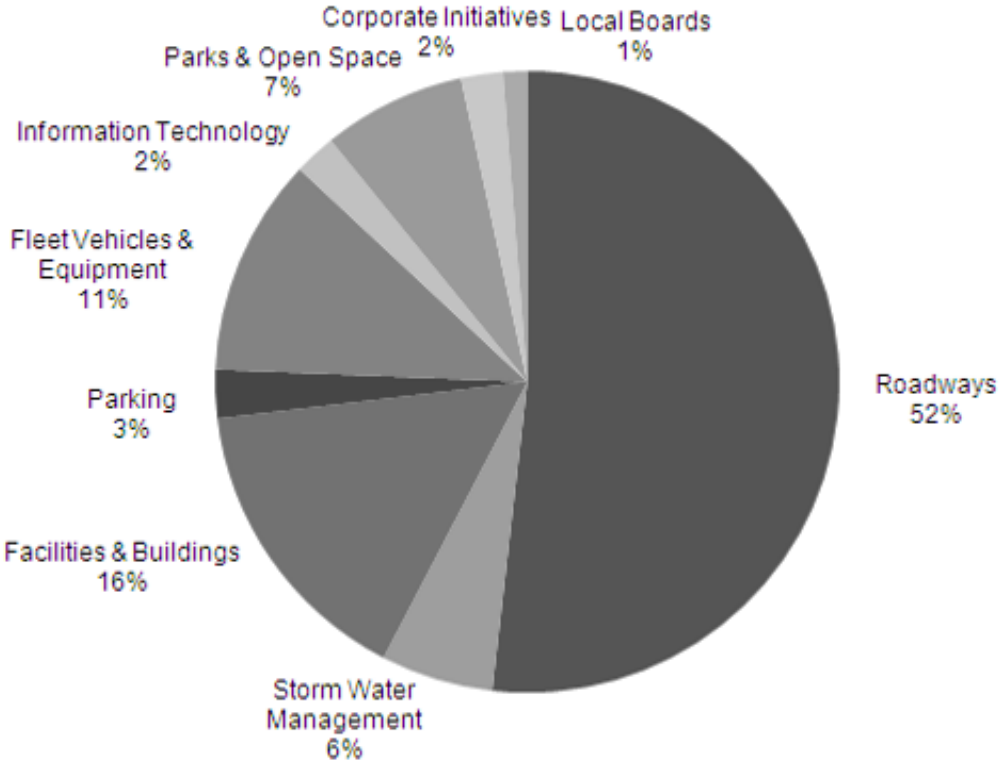
Summary of the Proposed 2013-2022 Capital Budget and Forecast

The City's proposed 2013 budget is approximately $55 million. The 10-year program for 2013-2022 is $551 million. Tax supported funding accounts for roughly 50% of the 2013 budget, and ten year forecast.

2013 PROPOSED	2013-2022 (10 Year)
$55	$551

All figures are rounded to the nearest million

The ten year forecast by asset category is shown below, with Roadways accounting for the largest portion of the budget at 52%, followed by Facilities & Buildings (16%).



Capital Budget Financing

The table below shows the capital financing mix in a historical view of the ten year capital budgets compared to the 2013 proposed capital budget and forecast.

Table A: Historical Capital Financing Mix

Funding	2008 Budget	2009 Budget	2010 Budget	2011 Budget	2012 Budget	2013 Proposed
Capital from Current (CFC)	18%	30%	27%	28%	32%	34%
Debt	24%	21%	23%	22%	18%	16%
Infrastructure Renewal Reserve Fund	3%	3%	3%	4%	4%	4%
Development Charges	18%	16%	14%	14%	14%	13%
Other Reserve Funds	23%	21%	24%	24%	24%	25%
Recoveries	14%	9%	9%	8%	8%	8%

The amount of tax-supported financing has generally accounted for 50% of the ten year with the proportion shifting from debt to capital from current dollars over the years.

The budget submission is moving towards realization of three of the five strategic objectives related to capital budgeting, as presented in the city's Long Term Financial Plan, F-22-12. These objectives include:

- Objective #1: Competitive Property Taxes
- Objective #2: Responsible Debt Management
- Objective #4: Predictable Infrastructure Investment

Competitive Property Taxes (Objective #1)

The proposed capital budget reflects incremental tax supported funding from the current budget to support infrastructure requirements of the city. The incremental increases are included in the base budget. They include:

- 0.50% ($609,700) Dedicated Infrastructure Renewal Levy (2013-2022)
- GTA pooling allocation approx. 0.75% ($910,000 in 2013)

Responsible Debt Management (Objective #2)

Consistent with the city's Long Term Financial Plan, the city's debt policy limits the total debt charges and liabilities as a percentage of revenues to 12.5% (provincial legislated limit is 25%). The policy further restricts the tax supported debt charges to not exceed 10% of revenues. The proposed capital budget and forecast adheres to this debt policy. For the proposed 2013 budget and forecast, overall debt capacity is projected at 10%

by the end of the ten year period with the tax supported component at 6%. This includes a forecast of the debt required for the hospital re-development plan as per report RPM-09-12.

The City uses three forms of debt:

- Tax-supported debt (TSD) funded from the tax base
- Non-tax supported debt (NTSD) funded from user groups
- Special Circumstances debt (SCD) funded from the Hydro Reserve Fund

The tax supported debt repayment is within the base budget funding that aligns predictable infrastructure investment with inflation, as noted in Report F-02-12 (2013 Proposed Current Budget Financial Overview).

Predictable Infrastructure Investment (Objective #4)

Understanding the renewal needs will be followed by establishing appropriate targets, creating a financial plan to determine the right level of contributions required and performance measurements to track progress. The city continues to fund renewal infrastructure needs and a limited amount of new infrastructure. Full asset management based on life cycle costing will assist in determining investment and identification of replacement needs in a sustainable manner both long term and short term.

One indicator that has been used by municipalities to assess the adequacy of the financing for renewal is the ratio of operating contributions versus the amortization expense for these assets in the Financial Statements. A ratio of 1 indicates that the budgeted operating contributions are equivalent to the annual amortization expense in the Financial Statements. The target for this ratio should generally be greater than 1 as the amortization expense is based on historical costs, and therefore does not reflect the replacement costs of the assets or changes in standards or legislation and it does not consider the existing reserve balances.

Table B: Operating Contributions for Infrastructure Renewal over Annual Amortization

2012 Operating Transfers (A)	2011 Annual Amortization (B)	Ratio (A/B)
$32,652,225	$27,150,000	1.20

a) Infrastructure Renewal Reserve Fund

The Infrastructure Renewal Reserve Fund (IRRF) assists in financing infrastructure replacement and renewal needs. The funding for this is generated from the revenues received by the City's investment in Burlington Hydro Inc. (BHI). The 2013 proposed capital budget and forecast includes funding of $2 million annually.

b) Development Charges

A source of financing in the capital budget and forecast is development charges reserve funds, generated from growth in accordance with the *Development Charges Act, 1997.* Development Charges (DCs) are legislated for specific purposes/ projects and must be used accordingly. The city is in the process of updating the DC by-law. All growth related capital infrastructure will be identified as part of the background study, with the 2014 budget forming the basis of the study.

c) Other Reserve Funds

The following reserve funds are legislated for specific purposes and / or uses:

- Park Dedication Reserve Fund (PDRF)
  - To fund park renewal, recreation and facility renewal, as well as acquisition of land for park purposes ($1.1 million annual allocation)
- Vehicle Depreciation Reserve Fund (VDRF)
  - To fund vehicle and equipment replacement requirements
- Provincial Dedicated Gas Tax Reserve Fund (PDGTRF)
  - Expenditures for Transit operating and capital costs, to promote increased ridership
  - $2.1 million allocated annually to the capital and operating budgets
- Federal Gas Tax Reserve Fund (FGTRF)
  - Provides capital funding ($5 million annually) for renewal of roadways and transit infrastructure
  - Council approved a 80% / 20% allocation to roadways and transit, in 2012

Comparison to the 2012 Approved Capital Budget

The table below shows the change year over year when comparing the same ten year periods: 2012-2021 approved budget with the 2012, 2013-2021 proposed budget. By comparing like years, this removes any extreme variances caused by projects in the overlapping budget year 2012. Overall, this analysis shows that the 2013 proposed budget has increased by approximately $32.6 million over ten years.

Table C: Year over Year Change (in $000's)

Asset Category	2012-2021 APPROVED	2012, 2013 – 2021 PROPOSED	$ CHANGE
Roadways	$260,878	$287,999	$27,121
Storm Water Management	$32,627	$33,869	$1,242
Facilities & Buildings	$82,475	$84,419	$1,944
Parks & Open Space	$37,749	$39,723	$1,973
Parking	$13,762	$14,182	$420
Fleet Vehicles & Equipment	$60,046	$59,499	($548)
Information Technology	$11,570	$12,045	$475
Corporate Initiatives	$13,744	$13,363	($381)
Local Boards	$6,687	$6,991	$304
Total 10 yr. Capital Budget	**$519,538**	**$552,089**	**$32,550**

Figures may not add due to rounding.

Analysis of Change

The analysis of change highlights major changes within each asset category comparing common timeframes as noted above (see tables to follow for each asset category).

The following summarizes key changes that occur across all asset categories:

- **Increased Funding** – Additional dollars required for projects may be a result of updated pricing, change in scope, and/or other new information impacting the project cost. This may result in trade-offs within the asset category to remain within financing guidelines.

- **Removed Projects** - Projects that have been removed from the ten year capital budget and forecast when compared to the 2012 approved budget. This can be a result of funding constraints within the asset category, the project is no longer required, the project is deferred beyond the ten year forecast to remain within funding guidelines, and/or the project scope is being re-evaluated based on strategic directions and other market influences.

- **New Projects** - Projects that are new to the ten year capital budget and forecast when compared to the 2012 approved budget. New projects are identified based on need and/or priority changes. New projects are generally introduced by making trade-offs within the asset category to remain within funding guidelines.

- **Reduced Funding** – Decreased funding for projects can be a result of reduced project scope, identified cost savings, part of a project is deferred beyond the ten year forecast, enhanced sources of other revenue and/or updated pricing.

Roadways

(In thousands)

Description	Budget	Cumulative Change
2012-2021 APPROVED BUDGET	**$ 260,878**	
New Projects: Burloak Drive Crossing at CNR Tracks Rehab ($200); James Street Reconstruction ($500); Walker's Line & No 2 Side Road Intersection Improvements ($300); North Service Rd. Corridor EA Study and Functional Design ($300); John St. Reconstruction & Streetscaping (Lakeshore Rd - James St.) ($3,400); Glenwood School Drive Reconstruction and Storm Sewer ($4,000);	$ 8,700	$ 8,700
Additional Funding: Local Roads Resurfacing Program (shave and pave) ($13,282); Appleby Line at Harvester Road Intersection & Widening ($2,750); Arterial Road Resurfacing ($1,773); Harvester Road at Guelph Line Intersection Improvements & Widening ($500); Harvester Road Reconstruction & Widening (South Service Rd to Century Dr) ($1,000); Lakeshore Road (Maple Ave to City Limit) ($272); New Street Resurfacing ($300); Waterdown Road Widening (Plains Rd to Masonry Crt) ($2,750); Drury Lane Pedestrian Bridge ($1,000); Townsend Area Reconstruction (LaSalle Park Dr to Eagle Dr) ($1,605); Pinedale Area Rehabilitation ($1,210); Bridgman Avenue Reconstruction ($250); Corporate Drive Resurfacing ($175); Forest Glen Avenue Reconstruction ($250); Prospect Street at Drury Lane - Intersection Improvements ($125); Glenwood School Drive Sidewalk ($150) LaSalle Park Road Multi-Use Path ($150);	$ 27,542	$ 36,242
Removed Projects: Wedgewood Dr. Area Minor Reconstruction (-$900); Shadeland Avenue (North Shore Blvd - Townsend Ave) (-$400)	$ (1,300)	$ 34,942
Reduced Funding: Master Signage Strategy (-$150); Noise Wall Replacement - City owned (-$200); Minor Bridge and Culvert Rehabilitation at Various Locations (-$125); John Street Reconstruction & Streetscaping (James St - Caroline St) (-$150); Minor Reconstruction (-$411); Local and Collector Road Reconstruction (-$6,759)	$ (7,795)	$ 27,147
Other:	$ (26)	$ 27,121
2012, 2013-2021 PROPOSED CAPITAL BUDGET	**$ 287,999**	

Figures may not add due to rounding.

Storm Water Management

(In thousands)

Description	Budget	Cumulative Change
2012-2021 APPROVED BUDGET	**$ 32,627**	
New Projects: Rambo Creek Erosion Control ($200)	$ 200	$ 200
Additional Funding: Culvert Restoration at Forestvale Drive ($50), Minor Stormwater Inlet / Outlet / Drainage Improvements ($109), Rambo Creek Erosion Control projects ($100), Roseland Creek Erosion Control projects ($1,268), Tuck Creek Erosion Control projects ($163), Stormwater Management Pond Refurbishment ($143)	$ 1,833	$ 2,033
Removed Projects: Bronte Creek Tributary Works (-$420), East Rambo Creek Culvert Improvement at CNR Halton (-$200)	$ (620)	$ 1,413
Reduced Funding: Emergency Stormwater System Repairs / Flood Prevention Measures (-$200)	$ (200)	$ 1,213
Other:	$ 30	$ 1,242
2012, 2013-2021 PROPOSED CAPITAL BUDGET	**$ 33,869**	

Figures may not add due to rounding.

Facilities & Buildings

(In thousands)

Description	Budget	Cumulative Change
2012-2021 APPROVED BUDGET	**$ 82,475**	
Additional Funding: Central Arena Facility Renewal/Enhancements ($710); Mountainside Facility Renewal/Enhancements ($903); Skyway Arena Facility Renewal/Enhancements ($2,000); Transit Facility Repair and Renewal ($260); Music Centre Facility Renewal/Enhancements ($456); Fire Station No 1 - Renewal/Enhancements ($1,071); Fire Station No 4 - Renewal/Enhancements ($100); Downtown Waterfront Maintenance Facility ($110); Parks & Recreation Facility Repair and Renewal ($228); Centennial Pool Facility Renewal/Enhancements ($1,065)	$ 6,902	$ 6,902
Reduced Funding: City Hall Facility Renewal/Enhancements (-$2,100); Tansley Woods Community Centre - Repair & Renewal (excludes Library) (-$203); Various Corporate Accounts (-$383); Corporate Building Envelope & Structural Assessment/Implementation (-$819); Corporate Parking Lot Revitalization (-$334); Energy Conservation Initiatives (-$817); Tyandaga Repair and Renewal (-$323)	$ (4,980)	$ 1,923
Other:	$ 21	$ 1,944
2012, 2013-2021 PROPOSED CAPITAL BUDGET	**$ 84,419**	

Figures may not add due to rounding.

Parks and Open Space

(In thousands)

Description	Budget	Cumulative Change
2012-2021 APPROVED BUDGET	**$ 37,749**	
New Projects: Beachway Master Plan ($30); General Brock Surplus School Land Park Planning and Implementation ($820); Greenwood Cemetery ($450); J.W. Boich School Surplus Land Parkette Design and Implementation ($465); New Multi Use Courts ($189); Norton Park Storage ($66)	$ 2,020	$ 2,020
Additional Funding: Park Repair and Renewal ($1,085)	$ 1,085	$ 3,105
Removed Projects: Infrastructure Conditions Assessment (-$51)	$ (51)	$ 3,053
Reduced Funding: City View Park (-$706); Park Master Plan Implementation (-$158); Pedestrian; Playground Improvements (-$228)	$ (1,091)	$ 1,962
Other:	$ 11	$ 1,973
2012, 2013-2021 PROPOSED CAPITAL BUDGET	**$ 39,723**	

Figures may not add due to rounding.

Parking

(In thousands)

Description	Budget	Cumulative Change
2012-2021 APPROVED BUDGET	**$ 13,762**	
New Projects: Parking Garage Renewal ($200)	$ 200	$ 200
Additional Funding: Parking Meter Replacement Program ($220)	$ 220	$ 420
2012, 2013-2021 PROPOSED CAPITAL BUDGET	**$ 14,182**	

Figures may not add due to rounding.

Fleet Vehicles, Accessories and Equipment

(In thousands)

Description	Budget	Cumulative Change
2012-2021 APPROVED BUDGET	**$ 60,046**	
New Projects: All Terrain Vehicle (ATV) for Fire ($100)	$ 100	$ 100
Additional Funding: Replace Transit Support Vehicles ($170); Replacement Conventional Transit Vehicles ($2,638) (increased vehicle forecast by 4 from 2012 and increased unit price by 3% cost factor annually); Vehicle Replacement (Corporate excluding Fire, Transit and Tyandaga) ($613)	$ 3,421	$ 3,521
Removed Projects: Mini-Hybrid System Retrofit Program (-$550); PRESTO Fare System (-$145); Expansion of Conventional Transit Vehicles (2 buses)(-$950)	$ (1,645)	$ 1,876
Reduced Funding: Equipment Replacement - Fire (-$297); Transit ITS - Conventional and Specialized Fleet (-$1,000); Conventional Transit Vehicle Refurbishing Program (-$250); Equipment Replacement (Tyandaga) (-$120); Vehicle Replacement - Fire (-$563); Replacement Transit Handi-Van Vehicles (-$141) (decrease in vehicle forecast by 1 from 2012 and offset by increase in annual unit price by 3% cost factor)	$ (2,371)	$ (495)
Other:	$ (53)	$ (548)
2012, 2013-2021 PROPOSED CAPITAL BUDGET	**$ 59,499**	

Figures may not add due to rounding.

Information Technology

(In thousands)

Description	Budget	Cumulative Change
2012-2021 APPROVED BUDGET	**$ 11,570**	
New Projects: Application Licensing ($100), Asset Inventory Management Software ($50), Online Performance Evaluation System ($40), Enterprise Mobile Support Solution ($80), Meeting Room Technology ($90)	$ 360	$ 360
Additional Funding: Point-of-Sale (CLASS) Software Upgrade and Enhancements ($35), Corporate Applications - Future ($200), Corporate Reporting Enhancements ($75), Corporate IT Recovery Plan ($100), Network Infrastructure Replacement / Renewal - Future ($280)	$ 690	$ 1,050
Removed Projects: Asset Management (-$175), Electronic Records Management - Workflow Implementation (-$195), POS Rollout - Parks & Recreation (-$80)	$ (450)	$ 600
Reduced Funding: Department Applications - Future (-$60), Microsoft Windows 7 Upgrade (-$65)	$ (125)	$ 475
2012, 2013-2021 PROPOSED CAPITAL BUDGET	**$ 12,045**	

Figures may not add due to rounding.

Corporate Initiatives

(In thousands)

Description	Budget	Cumulative Change
2012-2021 APPROVED BUDGET	**$ 13,744**	
Additional Funding: Transportation Master Plan ($400), Official Plan ($260)	$ 660	$ 660
Reduced Funding: Transit Service Business Plan and Assessment (-$130)	$ (130)	$ 531
Other: includes Public Art Master Plan Implementation (Change in administration of funding being transferred directly to Reserve Fund: true change is: -$75)	$ (911)	$ (381)
2012, 2013-2021 PROPOSED CAPITAL BUDGET	**$ 13,363**	

Figures may not add due to rounding.

Local Boards

(In thousands)

Description	Budget	Cumulative Change
2012-2021 APPROVED BUDGET	**$ 6,687**	
Additional Funding: Art Centre Facility HVAC System ($80); Art Centre Repair and Renewal ($24); Emerging Technologies and IT Infrastructure Library ($127); Facility Repair and Renewal - New Appleby ($141); Facility Repair and Renewal - Central ($641); Library Automation System Replacement ($181)	$ 1,194	$ 1,194
Removed Projects: Information Technology – RFID (Libraries) (-$552)	$ (552)	$ 642
Reduced Funding: Facility Repair and Renewal - Brant Hills (-$99); Facility Repair and Renewal - Tansley Woods (-$109); Strategic Infrastructure Review - Central and Tansley Woods Libraries (-$191)	$ (399)	$ 243
Other:	$ 61	$ 304
2012, 2013-2021 PROPOSED CAPITAL BUDGET	**$ 6,991**	

Figures may not add due to rounding.

Financial Matters:

The 2013 proposed capital budget and forecast adheres to the city's Long Term Financial Plan and approved policies. The ten year capital budget is $551 million. Overall, the ten year program, when compared to the same ten year period presented in the 2012 capital program, has increased by approximately $32.6 million. The capital budget continues to focus on renewal needs while including capital expansion/ enhancements as required and approved by council.

Communication Matters:

Public Consultation

The public consultation date in 2013 will be scheduled for February (TBD).

Council Information Session

The capital budget information session for members of Council will be held on Thursday January 28, 2013. The council information session will be held in room 247, from 9:30 a.m. -12:30 p.m. Asset categories will be scheduled in different time slots throughout the day to give council the opportunity to attend only the time slots they may wish to and to be more efficient with staff time. The asset categories are planned as follows:

9:30 a.m. – 10:50 a.m.	Roadways Storm Water Management Information Technology
11:00 a.m. – 11:50 a.m.	Facilities & Buildings Corporate Initiatives Local Boards
12:00 noon – 12:30 p.m.	Parks & Open Space Parking Fleet Vehicles, Accessories & Equipment

As with previous council information sessions, Finance and the City Manager's Office staff will also be in attendance for all sessions.

Capital Budget Review Forms

The capital budget review form, attached as Appendix A to this report, will be provided to all members of council. Staff propose that each Council member use this form to highlight proposed amendments to projects that will be brought forward during the B&CS capital budget review meeting to be held on February 7, 2013. The consolidated listing of the capital budget review forms will be distributed to all members of council, and will assist in the capital budget review. Please return your completed form to the Director of Finance by Friday, February 1, in order to allow time for consolidating the information and distributing the summary before committee review.

Key Dates

The proposed budget meeting schedule follows:

- January 15 – Proposed 2013 Capital Budget and Current Budget overview at Budget & Corporate Services Committee
- January 28 – Capital Budget Council Information Session
- February 1 – Capital Review Forms due
- February (TBD) – Public Budget Consultation
- February 7 – Capital Budget Review and Approval at B&CS Committee
- February 12 – Current Budget Council Information Session
- February 19 – Council Approval of the Capital Budget
- February 28, March 5, 7(if necessary) - Current Budget Review and Approval at B&CS Committee
- March 18 – Council Approval of the Current Budget

Review and approval of the capital budget occurs on a special scheduled B&CS Committee date, so as to not conflict with regular agenda timelines.

Conclusion:

The proposed 2013 capital budget presents a balanced program aimed to deliver on the key strategic directions as outlines in the 2011-2014 Strategic Plan "Burlington, Our Future." Executive Budget Committee and Finance staff recommend approval of the 2013 capital budget, with the forecast years subject to refinements as part of the 2014 budget process.

Respectfully submitted,

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Appendices:

A. 2013 Capital Budget Review Form

Notifications:
(after Council decision)

Name	Mailing or E-mail Address

Approvals:
*required

*Department	City Treasurer	General Manager	City Manager

	To be completed by the Clerks Department
Committee Disposition & Comments	
	01-Approved 02-Not Approved 03-Amended 04-Referred 06-Received & Filed 07-Withdrawn
Council Disposition & Comments	
	01-Approved 02-Not Approved 03-Amended 04-Referred 06-Received & Filed 07-Withdrawn